



# Child and Babysitting Safety

Instructor Guide

**AMERICAN  
SAFETY &  
HEALTH  
INSTITUTE**

## Child and Babysitting Safety Instructor Guide, *Version 7.0*

### Purpose of this Guide

This ASHI *Child and Babysitting Safety Version 7.0 Instructor Guide* is solely intended to give information on the presentation and administration of ASHI CABS certified training classes. The information in this book is furnished for that purpose and is subject to change without notice.

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# Child and Babysitting Safety

## Preface

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ASHI is a member of the National First Aid Science Advisory Board co-founded by the American Red Cross and American Heart Association®, Inc., and a contributor to the 2010 Consensus of First Aid Science and Treatment Recommendations. ASHI offers training and certification programs in emergency care and occupational safety and health for corporate America, government agencies, and emergency responders. To learn more about ASHI, visit [www.ashinstitute.org](http://www.ashinstitute.org).

**ASHI has used reasonable effort to provide up-to-date, accurate information that conforms to generally accepted recommendations at the time of publication.** Science and technology are constantly creating new knowledge and practice. Like any printed material, this publication may become out of date over time. Guidelines for safety and recommendations for treatment cannot be given that will apply in all cases as the circumstances of each incident often vary widely. These recommendations supersede recommendations made in previous ASHI programs.

**Alert Emergency Medical Services (EMS) or activate your emergency action plan immediately if you are not sure an emergency exists or when any victim is unresponsive, badly hurt, looks/acts very ill or quickly gets worse.**

Signs and symptoms may be incomplete and can vary from person to person. Do not use the information in this program as a substitute for professional evaluation and diagnosis from an appropriately qualified and licensed physician or other health care provider. Local or organizational physician-directed practice protocols may supersede recommendations in this program.

**Most states do not have regulations or laws about when a child is considered old enough to care for him/herself or to care for other children.**

States may have guidelines or recommendations. These guidelines are most often distributed through child protective services and are administered at the county level. *Child and Babysitting Safety* is not designed to meet state regulatory requirements for child care workers and should not be used for this purpose.

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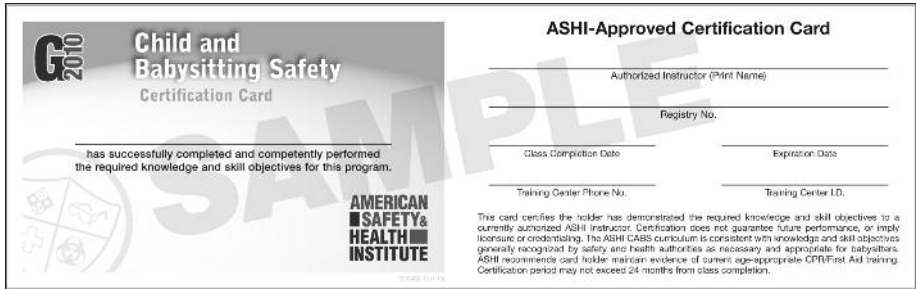
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# Child and Babysitting Safety

## Program Standards

<b>Child and Babysitting Safety</b>	
<b>Intended Audience</b>	Young people (11 to 15 years old) providing babysitting and child care services
<b>Prerequisites</b>	None (CPR/AED and Basic First Aid certification strongly recommended)
<b>Required Instructional Materials</b>	<ul style="list-style-type: none"> <li>• ASHI <i>Child and Babysitting Safety Student Handbook</i> (one per participant)</li> <li>• ASHI <i>Child and Babysitting Safety Instructor Guide</i> (one per Instructor, print or digital)</li> <li>• ASHI <i>Child and Babysitting Safety DVD</i></li> </ul>
<b>Recommended Time to Complete</b>	<ul style="list-style-type: none"> <li>• Initial Training — 6 hours</li> <li>• Renewal Training — About half of initial instructional time</li> </ul>
<b>Maximum Student-to-Instructor Ratio</b>	10:1
<b>Certification Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Performance Evaluation</b> — Required for all (perform competently without assistance)               <ol style="list-style-type: none"> <li>1. Demonstrate proper handwashing technique with soap and water or an alcohol-based hand rub.</li> <li>2. Demonstrate the proper method for changing diapers.</li> <li>3. Demonstrate the proper method for removing disposable gloves.</li> <li>4. Demonstrate how to control severe bleeding.</li> <li>5. Demonstrate how to perform spinal motion restriction.</li> </ol> </li> <li>• <b>Written Evaluation</b> — Recommended</li> </ul>
<b>Card Issued</b>	 <p>The image shows a sample of a certification card. On the left, it says '2010 Child and Babysitting Safety Certification Card'. Below that, there is a line for a name and the text 'has successfully completed and competently performed the required knowledge and skill objectives for this program.' To the right of the name line is the American Safety &amp; Health Institute logo. On the right side of the card, there are several fields: 'Authorized Instructor (Print Name)', 'Registry No.', 'Class Completion Date', 'Expiration Date', 'Training Center Phone No.', and 'Training Center I.D.'. At the bottom right, there is a disclaimer: 'This card certifies the holder has demonstrated the required knowledge and skill objectives to a currently authorized ASHI Instructor. Certification does not guarantee future performance, or imply licensure or credentialing. The ASHI CABS curriculum is consistent with knowledge and skill objectives generally recognized by safety and health authorities as necessary and appropriate for babysitters. ASHI recommends card holder maintain evidence of current, age-appropriate CPR/First Aid training. Certification period may not exceed 24 months from class completion.'</p>
<b>Certification Period</b>	Up to 2 years
<b>Notes:</b>	Many experts feel that fourteen (14) is generally an appropriate age to begin babysitting, but maturity, responsibility and the ability to react effectively in case of an emergency must always be considered, regardless of age.

# Child and Babysitting Safety

## Core Learning Objectives

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ASHI *Child and Babysitting Safety* is an objectives-driven, skills-based training program. To receive certification, students are required to demonstrate the following knowledge and skill objectives to a currently authorized ASHI Instructor.

## Knowledge Objectives

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Upon completion of this training program, a student will be able to:

1. Explain the importance of gathering vital information from parents.
2. Describe appropriate play time activities for different age groups.
3. Recognize that hitting or shaking children is never an option.
4. Explain what proper supervision means and recognize distractions to proper supervision.
5. Describe how to field outside phone calls.
6. Describe how to handle unexpected visitors.
7. Identify drowning-related dangers.
8. List safety tips regarding preparation of foods.
9. Describe the proper method for changing diapers.
10. Explain the need for proper hand hygiene.
11. Explain the importance of following bedtime routines.
12. List signs that a child or infant is choking.
13. Describe first aid for severe bleeding.
14. Describe first aid for burns.
15. Explain how to perform spinal motion restriction.
16. Describe first aid for poisoning.

## Skill Objectives

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Upon completion of this training program, a student will be able to:

1. Demonstrate proper handwashing technique with soap and water or an alcohol-based hand rub.
2. Demonstrate how to properly remove disposable gloves.
3. Demonstrate the proper method for changing diapers.
4. Demonstrate how to control severe bleeding.
5. Demonstrate how to perform spinal motion restriction.

### Optional Skills

1. Demonstrate how to care for a responsive choking child and a responsive choking infant.
2. Demonstrate how to bottle-feed an infant.

# Child and Babysitting Safety

## Program Overview

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The ASHI Child and Babysitting Safety training program provides training in the business of babysitting, proper supervision, basic caregiving skills, and responding properly to ill or injured children and infants.

### **Focus**

This program is designed to focus on supervising, caring for, and keeping children and infants safe in babysitting settings.

### **Flexibility**

The program is intended to be flexible in content. It can be customized to meet the teaching styles of the Instructor, the learning needs of the student, and the regulatory needs of an employer.

This ASHI Child and Babysitting Safety training program has listed core learning objectives that must be covered in order to issue certification cards. Instructors bear the responsibility of ensuring that each student meets the learning objectives for successful completion.

## **Initial Training**

Students are required to meet the knowledge and skill objectives listed in this program to receive an initial certification card. These core learning objectives represent the minimum content a student needs to understand in order to manage a medical emergency. In addition to this core content, the ASHI Child and Babysitting Safety program materials include supplemental and optional content. Instructors determine the depth to which the core content is covered and which supplemental or optional content to cover in a training class. Flexibility is desirable; individual students may request specific content, and employers may require specific content to be covered. Occupational regulatory or licensing agencies may also require additional content, hours of instruction, or other practices.

Preview



# Child and Babysitting Safety

## Program Segments and Practices

The following table provides an overview of the primary topics and student activities/practices found within the ASHI Child and Babysitting Safety training program. Activities Required segments and practices are in bold.

<b>Segments</b>	<b>Demonstration, Student Activity, or Practice</b>
<b>Section 1: Introduction/Babysitting as a Business</b>	
Introduction to the Course	
Emergency Medical Services (EMS)	<b>Student Activity: Good vs. Bad Babysitter</b> <b>Student Activity: Job Information Sheet</b>
<b>Section 2: Safety and Injury Prevention</b>	
Safety Walk-through	<b>Student Activity: Review Home Safety Checklist</b>
Answering the Phone	<b>Student Activity: Role-Play</b>
<b>Section 3: Leadership</b>	
Conflict Resolution	<b>Student Activity: Group Discussion-Negotiations; Conflict Resolution and Giving a Time-out</b>
Respectful Disagreements with Parents	<b>Student Activity: Role-play</b>
<b>Section 4: Play Time</b>	
	<b>Student Activity: Age-appropriate Toys</b>
<b>Section 5: Basic Caregiving Skills</b>	
Feeding an Infant	<b>Student Practice: Feeding an Infant (optional)</b>
Handwashing	<b>Student Practice: Handwashing</b>
Diapering	<b>Student Practice: Diapering</b>
Removing Disposable Gloves	<b>Student Practice: Removing Disposable Gloves</b>
<b>Section 6: First Aid</b>	
Assessing for Illness and Injury/ When to Call for EMS	<b>Student Activity: Role-play</b>
Control of Bleeding	<b>Student Practice: Control of Bleeding</b>
Choking (Child and Infant)	<b>Student Practice: Choking (optional)</b>
Head, Neck, or Back Injury	<b>Student Practice: Spinal Motion Restriction</b>
<b>Wrap Up</b>	
	<b>Course Summary (video)</b>
	<b>Written Exam (optional)</b>

# Child and Babysitting Safety

## Recommended Class Schedule

Classes are often populated by students with different levels of experience. This makes a single minute-by-minute approach to lesson planning unrealistic. The recommended class schedule does not include time for the Optional Skills. If any of those skills are included in the curriculum, the instructor should allow additional time. Instructors should always ask about previous training and knowledge to the current learning experience.

**Recommended Class Schedule** (core knowledge and skills; break for at least 5 minutes each hour)

Section	Time (mins)
<b>Section 1: Introduction and Babysitting as a Business</b>	<b>60</b>
Introduction	10
Babysitting as a Business	30
Before the Parents Leave	20
<b>Section 2: Safety and Injury Prevention</b>	<b>80</b>
Proper Child Supervision	5
Telephone Safety	15
When Someone Knocks	10
Computer Safety	5
Restroom Use	5
Safety Walk-Through	25
Shaken Baby Syndrome	5
SIDS Awareness/Safe Sleep Practices	5
Tummy Time	5
<b>Section 3: Leadership</b>	<b>20</b>
<b>Section 4: Play Time</b>	<b>15</b>
<b>Section 5: Basic Caregiving Skills</b>	<b>65</b>
Feeding an Infant	10–20
Feeding a Child	10
Diapering	30
Handling a Crying Baby	5
Sleep Time	10
<b>Section 6: First Aid</b>	<b>105</b>
Recognizing an Emergency/Personal Safety	5
Assessing for Illness and Injury/When to Call for EMS	10
Bites and Stings	10
Bleeding Control	20
Burns	10
Choking	10–30
Head, Neck, or Back Injuries	15
Muscle and Bone Injuries	5
Poisoning	5
Sudden Illnesses	5
Cardiac Arrest, CPR, and AEDs	10
<b>Wrapping Up a Training Class</b>	<b>15</b>
Total Approximate Minutes	360
Total Approximate Hours	6.0

## Integration

*Child and Babysitting Safety* may be integrated with other ASHI programs where desired (e.g., Pediatric CPR, AED, and First Aid). Each student is required to have the approved Student Handbook for each program. “Take home” books are required. Program standards, including student-to-Instructor ratios, should be maintained.

When integrating Pediatric CPR, AED, and First Aid, skip Section 6 (First Aid) in *Child and Babysitting Safety Student Handbook*, deferring to the more complete CPR, AED, and First Aid skills, description and practice. This will add approximately 3½ hours (net) to the total length of the course.

## Renewal

Students returning before the end of their certification period can renew their certification in a training class that focuses on achieving the listed core skills objectives through skills practice and evaluation. As the training progresses, instructors need to constantly evaluate the level of cognitive understanding within the group being trained and review core knowledge objectives as needed.

## Challenging the Program

There is no challenge option for the *Child and Babysitting Safety* course.

## Online Blended Training

There is no online blended training version of this course.

## Instructional Design

ASHI promotes an instructional approach that is based on simple and practical applications. The focus is on gaining the skills and building the confidence to handle an emergency situation. Skills are best learned and retained by repeat practice. Instructors can make the most of class time by limiting lectures to essential knowledge, and focusing on hands-on skill practice.

## Four-Step Instructional Approach

**Step 1:** Present the Knowledge Content

Sample curricula provide the key information about each topic. Lecturing too far beyond this material will reduce skill practice time and should be avoided.

# Section 1 – Introduction/Babysitting as a Business

60 minutes

## Introduction (10 minutes)

### **Reason for Learning**

When watching other people's children, the most important thing to do is keep those children safe.

### **Core Learning Objectives**

Upon completion of this section, a student should be able to:

- Recognize the benefit of training.
- Describe the course agenda and requirements for successful completion.
- Describe facility safety features.

### **Instructional Tools Available**

- Student Handbook — Refer students to page 2
- Program Video — Introduction (1:30)

### **Instructor Activities**

- 1. Present the Knowledge Content**
  - Welcome participants and briefly introduce yourself.
  - Have participants briefly introduce themselves.
  - Distribute the Child and Babysitting Safety Student Handbook.
  - Describe the program agenda, including breaks and video segments.
  - Review location of:
    - Fire/emergency exits
    - Fire alarm pull stations
    - Emergency evacuation route
    - First aid kits
- 2. Student Activity**
  - Show the video segment (Introduction)
  - Have students share what they want to do with their babysitting money.
- 3. Wrap Up**

Ask for and answer questions, then move on to the next topic.

# Babysitting as a Business *(30 minutes)*

## ***Reason for Learning***

Babysitting is a small business. Learning the basics of starting and running a business can lead to success.

## ***Core Learning Objectives***

Upon completion of this section, a student should be able to:

- Describe the importance of treating babysitting like a business.
- Prepare an advertising flyer.
- Describe appropriate places to advertise.
- Describe what to include in a babysitting resume.

## ***Instructional Tools Available***

- Student Handbook — Refer students to page 2

## ***Instructor Activities***

### **1. Present the Knowledge Content**

#### ***Starting Your Business***

Getting started is the hardest part.

- Talk to the parents of younger children in your neighborhood.
  - Offer to babysit for them.
  - Show them your resume.
- What to charge
  - Ask your parents and older kids.
  - Have a price in mind when you approach parents.
  - Develop an hourly rate based on the number of children.

#### ***Resume Writing***

- Usually one page long
- Lists your qualifications
- Things to mention on your resume might include:
  - Scouting/4H
  - Church groups
  - Organized sports you play
  - Any activity that you do that shows you are responsible
  - Activities that show you have experience as a leader
  - Completion of this course
  - Any other safety training/first aid classes you have taken
  - You should also include your contact information, and your parent's names. This will be useful so the parents can speak to your parents, if needed.

#### ***Safe Advertising***

- Be careful about how much information you make available.
  - Make up flyers
  - Business name
  - Phone number

- Don't include your street address, your age, or gender.
- Post flyers:
  - Church
  - Clubs
  - Give to friends
  - Parents' work
- Be careful about posting in public places.

#### ***Job Information Sheet***

- Use when interviewing parents.
- Have a separate sheet for each child.

#### ***Interviewing the Parents***

Meet the children before you show up to do your job.

Ask the parents:

- Number of children and ages
- Length of job and the time of day
- Any children with special needs
- Any specific activities you need to discuss
- Any rules or restrictions to follow
- Pets and whether they are friendly
- Any diet/food restrictions or preferences
- Restrictions or preferences regarding such things as cooking for or bathing children

## **2. Student Activity**

**“Good vs. Bad Babysitters”:** Split the students into groups. One team is the “good” babysitters and one team is the “bad” babysitters. Have them list examples of what would make a good/bad babysitter.

#### ***Idea!***

This is a great place to tell your own stories regarding hiring a babysitter (but keep it brief). What was good? What may have gone wrong?

## **3. Wrap Up**

Ask for and answer questions, then move on to the next topic.

# References

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The ASHI *Child and Babysitting Safety Instructor Guide* is based upon the following standards, guidelines, and recommendations:

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. *Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd Edition*. Elk Grove Village, IL: American Academy of Pediatrics; Washington, DC: American Public Health Association.
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